

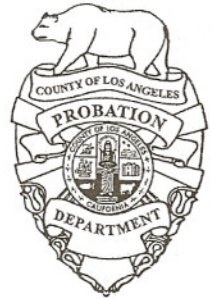


ROBERT B. TAYLOR
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CA 90242

(562) 940 – 2501



December 15, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

AUTHORIZATION TO EXTEND TRANSCRIBING SERVICES FOR THE PROBATION DEPARTMENT

(3 VOTES, ALL SUPERVISORIAL DISTRICTS)

SUBJECT

The Probation Department (Probation) is requesting that your Board authorize the Chief Probation Officer to extend the contract for transcribing services for the Probation Department.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Chief Probation Officer to prepare and execute, after review and approval by County Counsel a modification to the contract with PeopleSupport RapidText to extend the current contract on a month to month basis for up to six months in the estimated amount of \$709,000 effective January 5, 2010 through July 4, 2010. This contract is included in the FY 2009-10 Adopted Budget.
2. Delegate authority to the Chief Probation Officer to execute modifications to the contract not exceeding ten percent (10%) of the total contract cost and/or one hundred eighty (180) days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended actions is to authorize the Chief Probation Officer to extend the current contract for transcribing services on a month to month basis for the period of January 5, 2010 up to July 4, 2010. This contract, which expires on January 4, 2010, provides transcription services for the Probation Department. The Department conducted a competitive bid process for these services and is currently pending contract award awaiting completion of the protest process. The proposed extension will continue the current services and would avoid a break in service.

Implementation of Strategic Plan Goals:

The recommended Board actions are consistent with the Countywide Strategic Plan Goal #1 Operational Effectiveness. Implementation of the recommendations will enable the Probation Department to continue to receive high quality, efficient transcribing services.

FISCAL IMPACT/FINANCING:

The estimated cost for this contract modification is \$709,000 for the period of January 5, 2010 through July 4, 2010. Because the actual number of lines to be transcribed cannot be projected with certainty given fluctuations in the number of court reports, the actual cost may be more or less than estimated. These costs are included in the FY 2009-2010 Probation Department's Budget. The contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The scope of work for this contract includes providing accurate and timely transcribing of all adult and juvenile court reports, letters and miscellaneous forms required at Probation work locations, and transmitting the completed dictation electronically to each work location.

On October 31, 2008, Probation released a Request for Proposals (RFP) for these services. Probation is currently in the protest process for this RFP and cannot make contract recommendations until the resolution of this process. The proposed contract extension allows time to adhere to the protest process requirements and avoid a break in services.

Since 1986, Probation has contracted for transcribing services. Probation has a need to continue utilizing these services at its designated work locations.

The contract is authorized by the Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The extended contract shall continue to provide all services at less cost than County cost.

The Department evaluated and determined that the Living Wage applies to the contract. Consequently, the contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201).

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract.

In accordance with the Chief Executive Office memorandum dated October 6, 1997, this contract contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, child support compliance, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has registered on WebVen.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

County Counsel has approved the contract as to form.

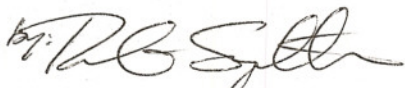
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will allow Probation to continue to receive the current level of services pending the outcome of the protest process.

CONCLUSION

Upon approval of your Board, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board Letter to: The Los Angeles County Probation Department, Attention: Tasha Howard, Director, 9150 E. Imperial Highway, Room B83, Downey, CA 90242.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert B. Taylor", written over a horizontal line.

ROBERT B. TAYLOR
Chief Probation Officer

RBT:TH:CK:yh

- c: Executive Office/Clerk of the Board
Acting County Counsel
Chief Executive Office